

Here is an example of a wage demand letter. It is important that you keep a copy of the signed letter. You should also make note of the date you send the letter. It is a good idea to send it by certified mail or ask at the post office about confirmation of delivery. That way you have proof it was sent, where it was sent and on what day.

(Nov yog ib tsab ntawv piv txwv rau daim ntawv rub nyiaj haujlwm. Nws tseem ceeb heev tias koj khaws ib daim xee npe rau cia. Koj yuav tsum tau sau cia tias hnuv tim koj xa tsab ntawv yog hnuv twg. Nws yog ib lub zoo tswv yim xa ua hom ntawv uas yuav tsum xee npe thaum txais tau lossis nug kom lub chaw xa ntawv muaj ntaub ntawv qhia tias txais tau lawm. Ua li no koj thiaj muaj povthawj tias xa lawm, xa rau qhov twg thiab rau hnuv twg.)

Date *(Hnuv Tim)*: _____

(Write your employer's name and address here)

(Sau koj lub chaw haujlwm lub npe thiab chaw nyob rau qhov chaw nov)

Re: Wage Demand, Request for Employment File and Reason for Termination

(Hais Nyiaj Haujlwm, Hais Kom Muab Cov Ntaub Ntawv Ua Haujlwm thiab Seb Vim Li cas Raug Rho Tawm)

Dear **(Employer's name)** *(Hawm Txog (Chaw Haujlwm Lub Npe))*: _____

Please send me a copy of my complete employment file as well as the reason for my termination. Additionally, I am requesting all outstanding wages due and owing pursuant to Minnesota law to be sent to me within 24 hours from this demand. If I do not receive my wages, I will pursue all statutory penalties available for nonpayment of wages.

(Thov luam thiab xa kuv cov ntaub ntawv ua haujlwm tuaj kom tag rau kuv nrog rau seb vim li cas kuv raug rho tawm. Ntxiv ntawd, kuv xav tau tagrho cov nyiaj haujlwm uas yuav tau them thiab tiv rau kuv raws xeev Minnesota txoj cai kom xa tuaj rau kuv tsis pub dhau 24 teev ntawm tsab ntawv hais no. Yog kuv tsis tau txais kuv cov nyiaj haujlwm, kuv yuav ua raws txhua txoj kev muaj nplua txog kev tsis them nyiaj haujlwm.)

Please send the requested information and wages to me at the following address:

(Thov xa cov ntaub ntawv hais no thiab cov nyiaj haujlwm tuaj rau kuv ntawm qhov chaw nyob:)

(clearly print your name and address) *(sau koj lub npe thiab chaw nyob kom meej)*

Sincerely *(Ua Tsaug)*,

(Your signature) *(Xee npe)*